



INDIVIDUAL EMPLOYMENT PLAN & INDIVIDUAL SERVICE STRATEGY

PURPOSE

This policy provides guidance on the Individual Employment Plan (IEP) for adult and dislocated workers and the Individual Service Strategy (ISS) for youth.

SCOPE

The Workforce Development Board of Ventura County (WDBVC) and its contractors and subrecipients.

REFERENCES

- Workforce Innovation and Opportunity Act, Public Law 113-128

POLICY

Service providers are responsible for developing an IEP or ISS detailing when and how the participant will accomplish their employment and training goals. Adult and Dislocated Worker service providers must complete each participant's IEP in CalJOBS. Youth service providers shall use the ISS found in Attachment I.

The IEP or ISS is designed with the participant to identify employment goals, appropriate achievement objectives, and the appropriate combination of services for the participant based on an objective assessment. The IEP or ISS must be developed after an initial assessment is conducted for the participant. The IEP or ISS must be based on the results of the initial assessment. All elements of the IEP or ISS shall focus on career goals, education goals, and overcoming barriers to employment. The plan shall provide a framework including timeframes, resources, and incremental steps to achieve the overall goals.

All adults, dislocated workers, and youth shall have an IEP or ISS established upon receiving individualized services. The IEP or ISS shall be created collaboratively with the participant. The IEP or ISS shall be recorded or uploaded in CalJOBS, signed and dated by case manager and participant, and evaluated and revised as needed. All evaluation and revisions shall be made collaboratively with the participant's consent. A copy of the completed (or updated) and signed ISP shall be provided to the participant. Applicable activities codes shall be coded in CalJOBS.

Staff shall also enter a case note providing more information around the development and completion of the IEP or ISS. At minimum, the case note shall include the following elements:

- A brief summary of assessment information;
- A summary of barriers to successful completion;

The Workforce Development Board of Ventura County is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

- For youth participants, the plan shall identify which of the 14 program elements are needed;
- A summary of all goals and objectives established with additional information focusing on activities and tools used for achievement;
- A summary of action steps to eliminate or minimize any barriers;
- A summary of next steps including follow-up on open goals, objectives, and an IEP or ISS review date.

ACTION

Bring this policy to the attention of all affected staff.

INQUIRIES

Inquiries regarding this policy can be addressed to the WDBVC at 805-477-5306.

/S/ Rebecca Evans, Executive Director
Workforce Development Board of Ventura County

ATTACHMENTS:

Attachment I - Individual Service Strategy (ISS) for WIOA Youth Service Providers